

COLLEGE INTERN (PART-TIME)

THE PURPOSE: College Interns are assigned on a year-round, part-time basis to various City departments while they are currently enrolled in college. Work assignments vary depending upon the students' educational background and the City departments to which they are assigned.

ESSENTIAL FUNCTIONS:

College Interns may be assigned to assist in writing newsletters and other correspondence, work on special reports, research projects and computer related projects, conduct surveys, gather and analyze statistical data, make frequent phone calls to the public and perform other related duties as assigned. College Interns may be assigned in a variety of areas such as urban planning, financial planning, public administration, business administration, computer science, communication, public relations and other related areas.

College Interns work approximately 20 hours per week and cannot exceed 1,040 hours per year.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Currently enrolled as a Sophomore or higher in academic status at an accredited college or university.
2. Residence in the City of Milwaukee within six months of appointment and throughout employment.
3. Valid driver's license may be required for certain positions.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

- Strong oral and written communication skills.
- Ability to work effectively and tactfully with the public.
- Ability to follow through on assignments and long-term projects.